

~~OFFICIALS EYES ONLY~~

OPERATIONS COORDINATING BOARD  
Washington 25, D. C.

November 10, 1955

MEMORANDUM TO OCB WORKING GROUP CHAIRMEN

SUBJECT: Changes in Format of OCB Progress Reports


Attached is a copy of the latest format for preparation of OCB Progress Reports, which reflects discussion at the Board meeting of October 12 and with the Special Assistant to the President for National Security Affairs.

This format is being circulated to holders of the "OCB Handbook, Part II, Detailed Operating Procedures", as a revision of page 15. It should now be followed for all new Progress Reports being initiated; but it is not mandatory in cases where reports are so far along in draft under the old format that the change would create particular difficulty.

There is no change for the moment in the requirement for a "Detailed Development" section to accompany the Progress Reports, but this subject is being reviewed among the member agencies.

The Financial Annex will be continued in its present form.

In addition to the above changes in the format and content of the Progress Report, it is requested that you review your procedures to determine whether the workload in drafting reports cannot be spread more evenly among the members of the working group, particularly from the standpoint of relieving the chairman where possible in the development of initial or rough drafts. One possible step in this direction would be the development by each agency of such drafts of Progress Reports and Outline Plans, according to the standard form and including material which is pertinent to his particular agency. This would facilitate the consolidation of a working draft by the chairman in cooperation with the OCB Staff Representative.

  
Elmer B. Staats  
Executive Officer

Attachment:

Revised Page 15 of Part II of  
Handbook (Format and Content  
of Progress Report)

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments